

Abbeydore & Bacton Group Parish Council

Minutes of the Annual Meeting of
Abbeydore and Bacton Group Parish Council
held in Abbeydore Village Hall
on Tuesday 3rd May 2022

No ABPC/MW/114

Present

Councillor Mrs Ann Booth
Councillor Mr Dave Cook
Councillor Mr Richard Fenton
Councillor Mr Melvin Jenkins
Councillor Mr Keith Millington
Councillor Mr Toby Murcott
Councillor Mr David Watkins

Clerk Mr M Walker

Prior to the meeting commencing the Accounts File for 2021 – 2022 was checked by Councillor Mr Dave Cook and no anomalies or discrepancies were found.

Also Present

Ward Councillor Mr Peter Jinman, PCSO Pete Knight from the Local Policing Team and one further member of the public.

The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.20pm

1.0 Election of Chairman & Vice - Chairman

Councillor **Mr Toby Murcott** having been nominated unopposed was elected to the post of **Chairman** for the year 2022-2023 and duly signed the appropriate Acceptance of Office form.
Proposed by Councillor Mrs Ann Booth and Seconded by Councillor Mr Dave Cook

Councillor **Mrs Ann Booth** having been nominated unopposed was elected to the post of **Vice – Chairman** for the year 2022-2023 and duly signed the appropriate Acceptance of Office form.
Proposed by Councillor Mr Toby Murcott and Seconded by Councillor Mr Dave Cook.

2.0 Apologies for Absence

Apologies were received and accepted from Councillor Mrs Wendy Gunn.
Locality Steward Mr Paul Norris and Parish Lengthsman Mr Terry Griffiths not present.

3.0 Declarations of Interest & Dispensations

3.1 To receive any declarations of interest in agenda items from Councillors
There were no declarations of interest made

3.2 To consider any written applications for dispensation
There were no written applications for dispensation made

All members reviewed their Notice of Registrable Interests Forms, no updates required.

4.0 Minutes

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council No ABPC/MW/113 held on Tuesday 1st March 2022 were confirmed as a true record and signed by the Chairman.

5.0 Financial Report

5.1 Clerk to present end of year Accounts for Ratification
Unanimously approved by the Parish Council



5.1i Chairman and Clerk to Sign AGAR 2021/2022 Part 2 Exemption Certificate
 Unanimously approved and signed by the Chairman and Clerk
 To be emailed to the External Auditors PKF Littlejohn LLP

5.2 Parish Council to approve Annual Governance Statement
 Unanimously approved and signed by the Chairman and by the Clerk

5.3 Chairman and Clerk to sign Annual Accounting Statement 2021/2022
 Unanimously approved and signed by the Chairman and by the Clerk

5.4 Confirmation of Invoices for Payment / Receipts / Bank Balances

Payments

HMR&C 4 th ¼ Payment January February March	£222.00
Cheque Number 000943 {Paid 31 st March 2022}	
Clerk’s Salary April 2022 Gross	£376.42
Mileage	£4.36
Back Pay	£77.47
Postage	£0.96 pence
Village Hall Electric	£4.00
Stationery & Consumables	£74.80
Tax £90.60 NIC £0.00	
Nett Pay £447.41	
Cheque Number 000944	
Mrs Janet Watson Internal Auditor 2021/2022	£40.00
Reference A&BGPC 01/05/2022	
Cheque Number 000945	
Payroll Manager Licence 1/3 Share	£60.00
Cheque Number 000946	
**Zurich Insurance 01/06/2022-31/05/2023	£232.85
Cheque Number 000947	

Receipts

Herefordshire Council Part 1 Precept	£4,600.00
Reference 3054820	
Plusnet 22/04/2022 Invoice 00002570640-3	£25.19

DD Payment

Resolved unanimously that all payments are approved

Bank Balances

Bank Statement @ 4 th March 2022	No 48	
Treasurers Current Account		£9,236.47
Bank Statement @ 4 th April 2022	No 49	
Treasurers Current Account		*£8,786.75
	*End of Year Balance	
Internet printed Bank Statement @ 30 th April 2022		
Treasurers Current Account		£12,714.66
Bank Statement @ 4 th March 2022	No 91	
Business Bank Instant Account		£13,070.85
Bank Statement @ 4 th April 2022	No 92	
Business Bank Instant Account		*£13,070.95
	*End of Year Balance	
Internet printed Bank Statement @ 30 th April 2022		
Treasurers Current Account		£13,071.07

Bank reconciliations signed for both accounts

HMR&C VAT Claim for 01/04/2021 – 31/03/2022 submitted



- 5.5 Consider Internal Auditors Report 2021-2022 and agree any required action
There were no actions required from the Internal Auditor's Report for 2021-2022
- 5.6 To consider Appointment of Mrs J Watson as Internal Auditor and Scope Audit for 2022-2023
The Internal Audit Plan was agreed and signed by the Chairman.
The Parish Council confirmed the appointment of Mrs J Watson as their internal auditor for 2022- 2023.
- 5.7 To update Lloyds Bank Mandate if required
No updates required.
Cheque Signatories are:- Councillor Mr Toby Murcott Chairman, Councillor Mr Dave Cook, Councillor Mrs W Gunn and Councillor Mr David Watkins
- 5.8 Parish Council Insurance review for 2022-2023
Parish Council unanimously agreed to continue with Zurich Municipal Insurance.
**Zurich Insurance 01/06/2022-31/05/2023 £232.85
Cheque No 000947
{Premium for 2021-2022 £232.11}
- 5.9 Pensions Regulator Letter
The Pensions Regulator reply from Mr Malcolm Walker Parish Council Clerk
Acknowledge of Re-declaration of Compliance to be submitted to The Pensions Regulator.

Notice of Public Rights and Publication of Annual Governance & Accountability Return
(Exempt Authority) Accounts for the year ended 31st March 2022
Monday 13th June 2022 – Friday 22nd July 2022

The Parish Council resolved to add to the order of business at this time
Item 3 Ward Councillor's Annual Report deferred from the Annual Parishes Meetings
for Abbeydore and Bacton plus an update from PCSO Pete Knight

Ward Councillor Mr Peter Jinman reported on the following:-

Covid virus still around and now the Ukraine conflict

Covid recovery grants for businesses

Herefordshire Council have to bid separately for every grant they apply for

Supply of broadband is still an on-going issue, with Jesse Norman MP looking into it see Item 9.2

Panorama programme reference Children's Services on television

Funds required to bring the Herefordshire Hoard back to Hereford

"The Herefordshire Hoard is a very significant treasure that experts believe may have been buried by the Viking Great Army over 1100 years ago. Discovered in a field near Leominster, it includes three items of gold jewellery, a silver ingot and 29 silver coins, including a number of rare 'two emperor' coins.

Organisers are applying to heritage and art funders, corporate bodies and other interested parties to help raise funding towards the £776,250 purchase price of the hoard. The aim is to raise most of the necessary funding through those professional bodies.

If successful, the hoard could be given a permanent new home in the redeveloped, council-run Hereford Museum and Art Gallery. More details on the hoard can be found at herefordshirehoard.org.uk.*

The hoard has a truly significant heritage and cultural value and acquiring it would enhance the county's heritage status and the museum's collections, which are held in trust for the people of Herefordshire. As well as being of interest to the county's residents, the hoard is expected to attract significant numbers of visitors from across Britain and beyond. This will help stimulate the visitor economy and benefit local businesses. This has been the experience of the Birmingham Museum and Art Gallery and Potteries Museum & Art Gallery, which houses the [Staffordshire Hoard](http://StaffordshireHoard.org.uk)."

Many planning applications for holiday homes – still too few planning officers

PCSO Pete Knight reported on the following:-

No crimes in the area. "Pothole and front yard repairs" scam reported in Michaelchurch Escley (farmer charged £7,000.00) so be aware of rogue traders.



Residents invited to sign up to the Neighbourhood Matters messaging service

“The Neighbourhood Matters messaging system enables residents, businesses and community groups to keep in touch with local policing teams. You can receive updates on crimes, latest information on on-going incidents and learn more about what we're doing in your community.”

Hopefully a new PCSO will join by the summer.

6.0 Election of Delegates

Abbeydore Village Hall Committee

Councillor Mr D Watkins and Councillor Mr Toby Murcott Chairman as Delegates

Bacton Village Hall Committee

Councillor Mr M Jenkins and Councillor Mr R Fenton as Delegates

The William Hoskins Charity

Councillor Mr D Watkins and Councillor Mrs Ann Booth Vice – Chairman as Delegates.

7.0 Policy Reviews

7.1 To formally adopt 2022 version Parish Council's Standing Orders

The Parish Council unanimously agreed the 2022 version of their Standing Orders with the removal of the “ZOOM” addendum No 1, signed by Councillor Mr Toby Murcott Chairman, Councillor Mr D Watkins and the Clerk

7.2 To formally adopt 2022 version Parish Council's Financial Regulations

The Parish Council unanimously agreed the 2022 version of their Financial Regulations as presented, signed by Councillor Mr Toby Murcott Chairman, Councillor Mr D Watkins and the Clerk

7.3 To review and update as required Parish Council Asset Register

The Parish Council unanimously agreed the 2022 version of their Asset Register as presented.

8.0 Parish Lengthsman Drainage Grant & Specific Works Programme

8.1 Drainage Grant Application

Application re-submitted 31st March 2022.

The Parish Council unanimously resolved for the Lengthsman Mr Terry Griffiths to proceed with the most urgent and beneficial projects as soon as possible.

8.2 To agree Specific Summer Contract Works

See Item 8.1

Clerk to contact Balfours with Berringtons reference drainage issues at the Duffryn corner.

Parish Paths Partnership (P3) and Parish Lengthsman Schemes Balfour Beatty / Herefordshire Council – Contract between Herefordshire Council and Parish Council signed, to be submitted to Herefordshire Council.

9.0 To Receive Reports

9.1 Green Canopy (Tree Guard Price)

Councillor Mrs Ann Booth Vice – Chairman to follow up tree planting on Ewyas Harold Common.

9.2 Broadband update

Several members attended a Broadband meeting recently

All residents, who require updated Broadband, should apply for a grant

Project Gigabit

“The Government is on a mission to deliver lightning-fast, reliable broadband to homes and businesses across the UK. Project Gigabit is central to how we level up and build back better.

Audio description: no voiceover

We are investing £5 billion to level up hard-to-reach premises and deliver next generation connectivity.

If you are in a rural area, the programmes below could help your home or business upgrade its broadband.



Project Gigabit has set out multi-million pound budgets to level up for communities from Northumberland to Cornwall. [Find out if you're in one of the first areas to benefit](#). If not, rest assured, we'll be coming to you soon

[The Gigabit Broadband Voucher Scheme](#) provides funding towards the cost of installing gigabit capable broadband to your home or business (when used as part of a group project).

Superfast Broadband is now available for over 97% of the UK. Speak to your internet service provider to see if you can upgrade to a superfast service. Check with your [county council](#) to see if superfast broadband is coming to your area.

[The Broadband Universal Service Obligation](#) means that if you can't access a broadband service of more than 10Mbps download or 1Mbps upload, you may qualify for an upgraded connection."

9.3 Black Hill Community Network

Councillor Mrs Ann Booth Vice – Chairman reported that their work is on-going with a meeting next week. Talks are going to be held with Police – smart-water etc., Fire Authority – alarms etc., Farmers - Rural Payments Agency (RPA).

"As the paying agency for the EU's Common Agricultural Policy (CAP) schemes in England, we make payments to farmers, traders and land owners. We also make payments on behalf of Natural England, and manage over 40 schemes to help ensure we have a healthy rural economy and strong rural communities."

They support the community by supplying information etc. via a virtual hub.

9.4 Golden Valley Action Group update

Nothing further to report at the moment

9.5 Missing Bacton Post Box

Yet more letters sent, this time to Escalated Customer Resolution Team plus all relevant correspondence and cc to Jesse Norman MP, Councillor Mr David Hitchiner Herefordshire Council Leader and Golden Valley South Ward Councillor Mr Peter Jinman.

Response awaited

9.6 Queens Jubilee Celebrations (Mugs Required)

The Parish Council resolved unanimously for the Clerk to order forty eight (48) mugs from mugworks.co.uk with "Abbeydore & Bacton Group Parish Council" embossed on the reverse side. Clerk authorised to pay with private credit card.

9.7 HGV Traffic through the Parishes Area

Nothing further to report at the moment

10.0 **Planning Consultation**

Farmhouse Farm Application No 220736 Change of Use (Revised Consultation Date 5th May 2022)

No further comments

11.0 **Information Sheet** (Not covered by an agenda item and **(for information only)**)

Planning Result

No Planning Results

6th March 2022

Email sent to Balfour Beatty reference Verge Cutting

The Parish Council request "TWO CUTS PER YEAR" for the verge cutting programme. 1st May Bank Holiday and 2nd end of August.

No data received reference 1 cut per year and 2 cuts per year

30th March 2022

New arrangements for the management of

Public Rights of Way (PROW) and Traffic Regulation Orders (TROs) information

April 2022

Hereford Council

Herefordshire Local Plan 2021-2041 Spatial Options 6 week consultation info

4th April 2022 – 16th May 2022

Deadline extended for responses 16th May 2022

The Parish Council unanimously resolved for the Clerk to order an unlocked yellow outdoor box for the Bacton Defibrillator as soon as possible.

Clerk authorised to pay with private credit card.



12.0 Roads and Footpaths

12.1 Road flooding update

See Item 8.1

12.2 To receive **new** information on any Parish Highway & Public Footpath Issues

AD3 from Duffryn Farm to Hollings Farm – Kissing Gate buckled from both sides.

13.0 Agenda of Next Meeting

Discussion reference “Chairman” or “Chair”

14.0 Date, Time and Venue of Next Meeting

Confirmed that the next meeting will be an Ordinary Meeting of the Group Parish Council and will be held on Tuesday 5th July 2022 in Abbeydore Village Hall meeting to commence at 7.30pm

Meeting declared closed at 8.50pm

Signed..........

Chairman Councillor Mr Toby Murcott

Dated this day the 6th September 2022